

Subject line: EST LLC Job offer for Daniel Blake

From: EST LLC, Human Resources Department

To: Daniel Blake

Dear Mr. Daniel,

The EST is pleased to extend to you the job as Web Developer. We can't wait to see your unique skills and accomplishments put to work for our company. Please find below a brief overview of terms and conditions for your anticipated employment with our company:

Position: You'll be working as a Web Developer and reporting to Mr. Andrew Harmon, the Senior Web Engineer.

Working hours: 38 hrs per week, Mon - Fri, a 35-minute break.

Compensation: annual gross salary will be \$73,752 (\$6,146 per month).

Sign-on Bonus: \$15,000.

Benefits: you'll be eligible for the package EST offers for full-time employees, which includes:

- Health, Vision and Dental insurance plans;
- Sick Pay;
- Remote work options;
- 10 days of paid annual vacation leave.

We'd like to get a response by 07/16/21. In case you accept our offer, your start date is 07/20/21 or another mutually agreed upon date. Meanwhile, if you need any kind of assistance or have questions, please feel free to contact me or Allan Cave via email at hr_dpt@est.com or just call any of us. Our whole team is looking forward to your responding to a job offer as well as merging into our friendly EST family!

P. S.: A detailed letter with the terms and conditions of your employment is attached.

Sincerely Yours,

Sharlene Mann.